



## **SEASONAL/TEMPORARY PUBLIC WORKS MAINTENANCE WORKER**

### **Purpose of Position**

Under general supervision, to perform a variety of semi-skilled manual labor tasks within the Public Works Department in general maintenance on public property throughout the City. Operates maintenance equipment, simple power tools and hand tools. Works alone or as a crew member under frequent supervision. May work in areas of parks, transportation, water, sewer, and stormwater. Individual must perform assigned tasks safely.

### **Essential Job Functions**

- Maintain City parks, rights-of-way, detention ponds, and public facilities.
- Perform manual construction and maintenance tasks for department.
- Perform vehicle and equipment maintenance.
- Assist in inventory and maintenance record keeping.
- Operate hand tools, power equipment and mowers in maintenance of City Property.
- Perform building maintenance such as painting, cleaning and repairing.
- Perform related work or other duties as required.

### **Job Requirements**

#### **Knowledge of or ability to learn:**

- City operating policies and departmental work procedures and quality standards.

#### **Ability to:**

- Do strenuous work in adverse weather conditions.
- Understand, interpret and respond to internal and external customer needs and expectations.
- Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- Perform detailed work thoroughly, neatly, accurately and efficiently.
- Exercise sound judgment and reach appropriate conclusions within established policies and guidelines.
- Establish and maintain effective working relationships with developers, property owners, representatives from other agencies, and others encountered in the course of the work.

### **Minimum Qualifications**

Must be 18 years or older. Graduation from high school or the equivalent GED Certificate. General landscape maintenance work experience in Public Works or related field.

Any equivalent combination of training and experience that provides the applicant with the knowledge, skill, and ability to perform the work will be considered.

### **Special Requirements/Licenses**

A valid state driver's license or the ability to obtain one within 30 days of appointment. Must be able to maintain a satisfactory driving record. First Aid and CPR Certifications are preferred.

**Supervision Exercised**

None.

**Supervision Received**

Receives direct supervision from the Public Works Superintendent or his designee.

**Physical Demands and Working Conditions**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Physical Demands:** While performing the duties of this job, the employee is frequently required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move heavy items.

**Vision:** Vision acuity to operate vehicles and equipment.

**Mobility:** Incumbents require sufficient mobility for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

**Environment:** Field environment, travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

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GRADE: Temporary Hourly Employee  
FLSA STATUS: N/A

LAST UPDATE: April 2019  
BARGAINING UNIT: N/A

<b>Physical Demand Summary</b>	
<b>(based on an 8-hour work shift)</b>	
<b>Sitting</b>	(while driving) 1/2 to 1 hour a shift
<b>Standing</b>	(hard surfaces & various ground surfaces) frequent
<b>Walking</b>	1/2 to 1 1/2 hours a shift on various ground surfaces
<b>Position</b>	variety of work positions all under worker's control; able to vary postures throughout shift
<b>Lifting/Carrying</b>	1-25 pounds- frequently (variety of tools & equipment) 26-50 pounds- occasional-frequent 51-75 pounds- infrequent- occasional 75-90 pounds- infrequent assistive devices & team lifting encouraged and available
<b>Push/Pull</b>	upper body/arm body movement; force: 1-10 pounds- frequent 11-40 pounds occasional
<b>Handling</b>	frequently use hands for tool & equipment operation
<b>Fine Dexterity</b>	infrequent
<b>Bending/Twisting</b>	occasional (under worker control)
<b>Reaching</b>	occasional forward & overhead reaching
<b>Grasping</b>	occasional-frequent (use of tools & equipment)
<b>Squatting</b>	occasional
<b>Climbing</b>	infrequent-occasional (10-30 foot ladder, truck beds, equipment)
<b>Crawling</b>	infrequent
<b>Personal Protective Equipment</b>	supplied, including hearing protection, gloves, respirator, eye protection, reflective vest, etc.